

# PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

February 27, 2007 Minutes of Meeting

## *Minutes of the Regular Meeting*

The Regular Meeting of the Board of Supervisors for Panther Trace Community Development District was held on Tuesday, February 27, 2007 at 6:00 p.m. at The Panther Trace Clubhouse, located at 12515 Bramfield Avenue, Riverview, Florida 33569.

### **1. CALL TO ORDER/ROLL CALL**

Mr. Lamb called the Regular Meeting of the Board of Supervisors of the Panther Trace Community Development District to order on Tuesday, February 27, 2007 at 6:00 p.m.

#### Board Members Present and Constituting a Quorum:

|                 |               |
|-----------------|---------------|
| Donna Lee Burke | Chairman      |
| Megan Jones     | Vice Chairman |
| Kenneth Roberts | Supervisor    |
| Anthony Trask   | Supervisor    |

#### Staff Members Present:

|               |                                   |
|---------------|-----------------------------------|
| Brian Lamb    | District Management Services, LLC |
| John Vericker | Straley Robin & Williams          |

#### Audience Members Present:

Various residents in attendance

### **2. BUSINESS ADMINISTRATION**

#### A. Consideration of the Minutes of the Board of Supervisors Special Meeting held on January 19, 2007

Mr. Lamb referred to the Minutes of the Board of Supervisors Special Meeting held on January 19, 2007 located behind Tab 1. He asked if there were any questions on the minutes. Supervisor Roberts advised that the meeting was not held at the Panther Trace clubhouse, but at the offices of DMS. Mr. Lamb stated that the minutes would be corrected.

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| MOTION TO:   | Approve the Minutes of the Board of Supervisors Special Meeting held on January 19, 2007 as amended. |
| MADE BY:     | Supervisor Roberts   |
| SECONDED BY: | Supervisor Trask   |
| DISCUSSION:  | None further   |
| RESULT:      | Called to Vote: motion PASSED<br>4/0 - Motion passed unanimously                                     |

#### B. Consideration of the Minutes of the Board of Supervisors Meeting held on January 23, 2007

Mr. Lamb asked if there were any questions regarding the Minutes of the Board of Supervisors Meeting held on January 23, 2007 located behind Tab 2. Hearing none, he asked for a motion to approve the minutes.

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| <b>MOTION TO:</b>   | Approve the Minutes of the Board of Supervisors Meeting held on January 23, 2007. |
| <b>MADE BY:</b>     | Supervisor Trask  |
| <b>SECONDED BY:</b> | Supervisor Roberts  |
| <b>DISCUSSION:</b>  | None further  |
| <b>RESULT:</b>      | Called to Vote: motion PASSED<br>4/0 - Motion passed unanimously                  |

### C. Consideration of Operation and Maintenance Expenditures, February

Mr. Lamb advised that the Operation and Maintenance Expenditures, located behind Tab 3 totaled \$40,212.38. Chairman Burke asked about an entry on the Straley Robins invoice regarding services by the firm's paralegal. Mr. Vericker explained those charges. Supervisor Jones asked about the cleaning service. Mr. Lamb advised that there is a monthly charge for service and an up-charge for additional chemicals. She also requested clarification on the invoice from Sprint; and asked if long distance is on the phone. Mr. Lamb responded that it should, but that a pass code should be required. He stated that he would verify this. Supervisor Roberts asked about a check payable to Howard Kennedy for maintenance on the Panther Trace CDD courtesy patrol vehicle. Mr. Lamb stated that he had had the oil changed. Mr. Lamb also explained that he was going to request approval for "petty cash" funds be made available so that staff members would not have to seek reimbursement for funds that they paid out-of-pocket. Hearing no further questions regarding the invoices, he asked for a motion to approve.

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| <b>MOTION TO:</b>   | Approve the Operation and Maintenance Expenditures, February.    |
| <b>MADE BY:</b>     | Supervisor Roberts   |
| <b>SECONDED BY:</b> | Supervisor Trask   |
| <b>DISCUSSION:</b>  | None further   |
| <b>RESULT:</b>      | Called to Vote: motion PASSED<br>4/0 - Motion passed unanimously |

### 3. SUPERVISORS REQUESTS AND AUDIENCE COMMENTS

Mr. Lamb asked if there were any audience comments. Jewel Simmons remarked on issues with children in the park near Banfield not being respectful of adults, and that traffic had become a problem in the area. She added that it appears that the parents are not watching their children as they should, trash had become a problem in and around the trash cans at the park and that drivers are not properly yielding when exiting the Town Homes. Chairman Burke advised that the Board had been working on a Capital Improvement Project which will include upgrades of landscape, etc. and will include the area around Banfield. Ms. Simmons asked if anything had been done regarding solicitation in the neighborhood. Mr. Lamb advised that this was an HOA issue.

Dennis Stevens submitted his resume for consideration by the Board of Supervisors to fill the vacant Board seat.

#### A. Church Service Rental of Clubhouse

Mr. Lamb asked Chairman Burke to address the Church Service Rental of the Clubhouse. She stated that two religious organizations rent the clubhouse back-to-back on Sundays and that she had a concern with the clubhouse being booked every weekend, as it may interfere with use by the residents for other events. Chairman Burke asked for feedback from the Board members as to whether they felt the income outweighed the loss of availability to the residents. Supervisor Trask asked what hours it was booked. Chairman Burke advised that it was booked for an 8:00 a.m. and a 1:00 p.m. service. Supervisor Roberts stated that he felt it was beneficial and that it wasn't likely that there would be a great need by the residents at those times. Supervisor Jones stated that the income was good and that perhaps arrangements could be made on the occasions when the Clubhouse is needed for a private function. She suggested that all advertisements and signs direct residents to a church website so that they don't get the impression that the Clubhouse is a church. Chairman Burke asked for a motion to permit the use of the Clubhouse.

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| MOTION TO:   | Permit the use of the Clubhouse for fellowship events with the understanding of the event coordinator that residents will be given priority on the reservations and that no further advertising that the Panther Trace Clubhouse as the facility of the church will be permitted as stated by the Chairman. |
| MADE BY:     | Supervisor Jones  |
| SECONDED BY: | Supervisor Roberts  |
| DISCUSSION:  | None further  |
| RESULT:      | Called to Vote: motion PASSED<br>4/0 - Motion passed unanimously  |

Mr. Lamb advised that Staff would send letters to the two entities that use the Clubhouse on Sunday mornings to make sure they are aware of the discussion held at the meeting.

Chairman Burke stated that the District currently provides a cell phone for the Community Service Patrol at a cost of approximately \$50.00 per month. She said they do not carry it very often. She proposed that the contract be discontinued and that usage of personal cell phones reimbursed. A discussion continued regarding District personnel phone usage and long distance charges and the possible use of a pre-paid phone.

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| MOTION TO:   | Provide a petty cash fund not to exceed \$250.00 for use by the clubhouse staff. |
| MADE BY:     | Supervisor Trask   |
| SECONDED BY: | Supervisor Jones   |
| DISCUSSION:  | None further   |
| RESULT:      | Called to Vote: motion PASSED<br>4/0 - Motion passed unanimously                 |

#### 4. BUSINESS ITEMS

Mr. Lamb asked Chairman Burke to discuss some details of her meeting related to the Capital Improvement Program for which the Board had approved a not to exceed amount and an interest rate prior to continuing with the other business items on the agenda. Chairman Burke advised that she had met with the landscape professionals and two representatives from DMS and the Field Manager to go over the original plans that were presented on January 19, 2007 as well as the revisions that were presented on January 23, 2007.

Chairman Burke stated that they plan to use continuity in the choice of plant materials and to use fewer annuals. She advised that they plan to remove the sago palms, which had suffered from disease, and replace them with hardier materials. She then outlined a number of other ideas for improvements such as gazebos, walks, and creating uniform entranceways for each enclave. The multi-purpose field will be covered with sports turf and surrounded by trees and fencing to create a park-like setting. Mr. Lamb presented estimates of the costs for these amenities. He stated that the cost for the entire program is estimated at \$175,000.00. Discussion continued regarding the Capital Improvement Plan. The Board expressed concern over the costs. Mr. Lamb explained the financing and advised that the proposals would be in sometime in mid March. Chairman Burke asked the Board members if there were any areas that they felt she had not adequately addressed. Supervisor Trask was satisfied. Supervisor Jones was concerned with the trash situation. Chairman Burke advised that they were trying to ensure all areas were treated equally.

A. Consideration of the Appointment of New Supervisor (No letters of interest)

Mr. Lamb advised that they had two candidates for the vacant seat on the Board of Supervisors. He asked Chairman Burke to comment on this. She said that she would like to see the position filled, but would like to post the vacancy in the newsletter. Supervisor Roberts stated that he did not feel it would hurt to wait another month.

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| MOTION TO:   | Authorize Staff and Supervisor Jones to work on contacts and seek resumes or interested parties with letters of interest to be submitted ten days prior to the April 24, 2007 meeting. |
| MADE BY:     | Supervisor Trask   |
| SECONDED BY: | Supervisor Jones   |
| DISCUSSION:  | None further   |
| RESULT:      | Called to Vote: motion PASSED<br>4/0 - Motion passed unanimously   |

B. Consideration of Resolution 2007-02, Re-designation of Officers

This item tabled until the April 24, 2007 meeting.

C. General Matters of the District

Mr. Lamb had nothing further for the Board.

**5. STAFF REPORTS**

A. District Counsel

Mr. Vericker advised that they had received notification that a resident wished to build a fence on a District easement. He discussed his concerns over the language of the Encroachment Agreement. Chairman Burke stated that the agreement that is currently used by the District may need to be amended. Mr. Lamb stated that he had received an email from the District Engineer who had recommended denying the request as the plat prohibited it. Mr. Lamb stated that he would work with the Chairman on this issue. A discussion followed regarding the county provisions for variances.

B. District Engineer

1. Final Professional Engineering Services Proposal from WilsonMiller, Inc.

The District Engineer was not asked to attend.

C. District Manager

1. Financial Statement for Month Ending December 31, 2006

Mr. Lamb referred to the Financial Statements located behind Tab 6. He asked if there were any questions.

2. Leadership Workshop

This item was tabled until the April 24, 2007 meeting.

D. Field Manger

1. Update and CIP Report

Mr. Lamb referred to the memorandum provided by the Field Manager for the CIP update located behind Tab 7 for the Board's review. He asked if there was anything further from the Board.

Chairman Burke asked that the Board set the date for the Leadership Workshop for April 30, 2007. Mr. Lamb stated that the April 24<sup>th</sup> meeting could be continued to April 30<sup>th</sup> so that additional advertising is not necessary.

Chairman Burke asked if the Board members had had enough time to look over the Field Manager's report. A discussion regarding the use of a drop box followed. Chairman Burke stated that the flag football program sounds awesome. She suggested that volunteers be assigned the task of conducting background checks.

Supervisor Jones discussed the upcoming spring activities including an egg hunt and a program to eradicate fire ants in the playground area.

A discussion followed regarding the budget for irrigation and repairs of the irrigation system.

Mr. Lamb stated that he had been assured that the entrance lighting would be installed in the next three weeks. Supervisor Jones asked that Staff ensure there are GFI receptacles at the entranceways for holiday lighting. Mr. Lamb stated that he would verify with Staff whether this was already included in the plans.

In response to a question by a Supervisor Roberts regarding the safety of neighborhood children, Chairman Burke announced that National Kids Safety Week is coming up and the Board is considering planning an event to raise awareness. The Hillsborough County Sheriff's Office may be invited to provide a seminar on safety that will include finger printing and child ID cards as well as traffic safety, community watch, etc. She advised that they plan to dedicate the April newsletter to this. A discussion followed regarding the possibility of hiring a security officer. Mr. Lamb stated that he would evaluate and look to enhancing the security patrol program. Chairman Burke suggested that the shifts be staggered throughout the day. Mr. Lamb stated that Staff would put together a memorandum with budget implications. Mr. Lamb asked if there were any additional items from the Board. None were heard.

## 6. ADJOURNMENT

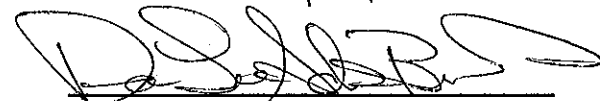
Chairman Burke asked for a motion to adjourn the meeting.

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| MOTION TO:   | Adjourn the Regular Meeting of the Panther Trace Community Development District at approximately 8:10 p.m. |
| MADE BY:     | Supervisor Roberts   |
| SECONDED BY: | Supervisor Jones   |
| DISCUSSION:  | None further   |
| RESULT:      | Called to Vote: motion PASSED<br>4/0 - Motion passed unanimously   |

*\*These minutes were done in summary format.*

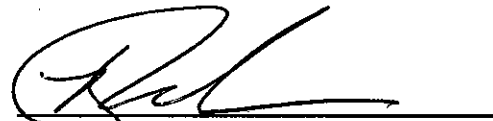
*\*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on 3/27/2007.

  
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Signature

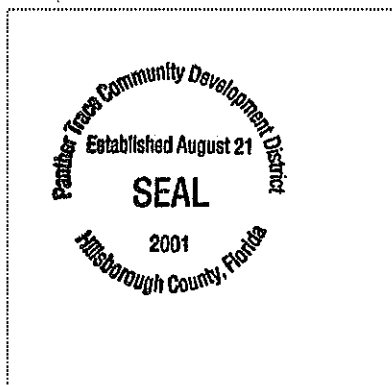
Donna Kee Adams Burke  
Printed Name

Title:  
 Chairman  
 Vice Chairman

  
\_\_\_\_\_  
Signature

Brian Lamb  
Printed Name

Title:  
 Secretary  
 Assistant Secretary



Recorded by Records Administrator

  
\_\_\_\_\_  
Signature

4/3/07  
Date